

Judicial Administration Committee
Judicial Conference of Indiana

Minutes
July 14, 2000

The Judicial Administration Committee of the Judicial Conference of Indiana met at the Indiana Judicial Center on Friday, July 14, 2000 from 10:00 a.m. - 3:30 p.m.

1. Members present. Scott R. Bowers, Roland W. Chamblee, Tom D. Diller, John L. Kellam, Richard T. Payne, Tanya Walton Pratt, P. Thomas Snow and Frances C. Gull, Chair.
2. Staff present. Jeffrey Bercovitz provided the committee with staff assistance.
3. Others present. Jim Jezek; Lilia Judson, State Court Administrator's Office; and Dr. Brian Vargus, Indiana University Public Opinion Laboratory were also present.
3. Minutes approved. The minutes of the committee on June 9, 2000 were approved.
4. Update Study - Judicial Weighted Caseload Measures.
 - a. Dr. Brian Vargus discussed sampling case files to determine the number of judicial actions per case in metropolitan and nonmetropolitan counties. He stated there may difficulty in making this determination in counties without Chronological Case Summaries in the files. He will need to know the actions to be looked for and actions that may occur but not be indicated in the file (e.g. research).
 - b. Judge Diller asked whether courts should be created based on county population instead of caseload? The committee discussed the number of cases filed are not necessarily based on population but could be based on local factors, weighted caseload indicates that judges are working when they are not on the bench in the courtroom, weighted caseload is a fair and rational way to compare workloads of speciality courts to more general courts, the economy impacts caseload growth, in Colorado population increase did not automatically increase caseload and political reality does not permit the creation of new courts on the basis of population alone.
 - c. The committee members prepared a list of counties in which judicial officers will participate in a judicial time study based on a statistical report distributed by Mr. Jezek. (Attachment No. 1). In addition, they agreed to also invite judges from counties not selected to participate if they wish. Mr. Bercovitz will draft letters of invitation.
 - d. The committee agreed to measure the average amount of time a judge spends on a particular case for statewide purposes. They also agreed to review why a county or court varies from it based on the circumstances in that individual county or court. They agreed to look at civil filings in counties with prisons, and counties that meet the ABA standards for criminal defense and receive reimbursements from the state to see if they place additional demands on judge time.
 - d. The members of the committee reviewed the judicial time study form for case related

activity, definitions of mortgage foreclosure and civil collection for instructions for this form, and agreed to keep their time for a one week pilot study based on this form. (Attachment No. 2). They also agreed to prepare a Total Annual Judicial Time Availability Worksheet and distribute this for completion by attendees at their kick-off session on September 22.

- e. The committee members agree by consensus to recommend to the Supreme Court of Indiana that the data gathering system be amended to collect data for the following new case types: Capital Murder, Murder, A Felony, B Felony, C Felony, Mortgage Foreclosure and Civil Collection cases. They agreed to use the Delphi method to determine the judge time for adoption histories.
 - f. The members of the committee agreed to conduct a kick-off session for the time-study on Friday, September 22, from 7:15 a.m. - 8:15 a.m. during the Annual Meeting of the Judicial Conference in French Lick. They agreed this session should focus on explaining weighted caseload measures with Judge Gull giving an overview of the system and the update study, Lilia Judson making a brief presentation on the implementation of the weighted caseload system rule, and committee members explaining briefly how to keep their timesheets for four weeks.
5. Next meeting. The committee members agreed to review the time study and the time availability forms completed by the committee for the pilot study at the August meeting. They agreed to meet again on Friday, August 11, 2000, 10:00 a.m. - 4:00 p.m.; meet in conjunction with the September conference on September 20; Friday, October 13, 2000, 10:00 a.m. - 4:00 p.m.; meet in conjunction with the December conference on December 7, 2000; Friday, January 12, February 9, March 9, April 13, May 11, June 8, July 13 and August 13, 2001 from 10:00 a.m. until 4:00 p.m. at the Judicial Center.

Respectfully submitted,

Jeffrey Bercovitz, Director
Probation and Juvenile Services

**Counties Selected for Judicial Weighted Caseload Study
July, 2000**

Large Counties	Medium Counties	Small Counties
Allen	Clark	Clay
Lake	Delaware	Bartholomew
Marion	Grant	Dearborn
St. Joseph	Hamilton	Decatur
Elkhart	Hendricks	Fayette
Vanderburgh	Hancock	Gibson
	Johnson	Greene
	Laporte	Harrison
	Madison	Henry
	Monroe	Howard
	Porter	Jay
	Tippecanoe	Jefferson
	Vigo	Knox
	Wayne	Kosciusko
		Lawrence
		Marshall
		Miami
		Montgomery
		Owen
		Pike
		Pulaski
		Steuben
		Switzerland
		Union
		Warren
		Warrick
		Washington

Court: _____ **County:** _____ **Date:** _____
MM / DD / YY

Temporary Judge
Judge Pro Tem

1. Capital Murder	4. B Felony	7 Civil Plenary
2. Murder	5. C Felony	8 Mortgage Foreclosure
3. A Felony	6 CHINS	9 Civil Collection

1. Pre Judgment Hearings	5. Jury Trial	8. Post Judgment Hearings
2. Preparation for Hearing or Trial	6. Opinions / Orders	9. Community Transition
3. Plea / Admission	7. Sentencing / Disposition	10. Research
4. Bench Trial / Settlement Conf. Resulting in Judgment		11. Other

[illegible]

Use the back side of this form to write any comments concerning these cases.